

Solicitation # K2AA0-14-0022

Questions - Answers

Q1 - Pouvez-vous me préciser si de l'expérience en organisation et tenue de séances d'information, ou en sessions de formation, sont acceptables comme expérience d'organisation et d'animation de séances de consultation.

A1 – De l'expérience dans l'organisation et la tenue de séances d'information ou de formation ne rencontrerait pas les exigences obligatoires en matière d'expérience de l'entreprise pour le présent avis d'appel d'offres.

A1 – Experience in organizing and conducting information or training sessions would not be accepted as meeting the mandatory requirements for corporate experience for this tender notice.

Q2 - J'ai une autre question svp. En ce qui a trait aux deux séances de consultation, est-ce que les frais liés à la tenue des séances (frais de salle, location d'équipements de projection, café, collation ou autre) sont aux frais d'Environnement Canada ou du Contractant?

A2 - Environment Canada will be responsible for the associated costs for the venues for the two consultation meetings, including incurred costs for the rental of the meeting venues and audiovisual equipment, and the refreshments.

A2 - Environnement Canada sera responsable des coûts associés au lieu de chacune des deux réunions de consultation, y compris les frais de location des salles de réunion et de l'équipement audiovisuel ainsi que les frais liés aux rafraîchissements.

Q3 - Annex A, Section VI (Proposal Requirements), Subsection 4 (Team Experience and Expertise): "The proposal is to provide a description of five (5) similar projects led by the project manager."

Can you please confirm whether "program manager" is intended to be the lead organization putting forth a proposal or if it intended to be the lead individual from the organization who will be conducting the work?

A3 - The project manager is the lead individual for the project.

Q4 - Annex A, Section VII (Mandatory Requirements), Project Team Experience: can you please clarify the required degree? Is it:

a) Bachelor's degree in environmental sciences OR Bachelor's degree in chemical engineering OR Bachelor's degree in physical sciences

OR

b) Bachelor's degree in environmental or chemical engineering OR Bachelor's degree in physical science. Also, please clarify what subject matter areas under "physical sciences" degrees would qualify.

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A4 - Under the mandatory requirements, a Bachelor's degree in environmental engineering or a Bachelor's degree in chemical engineering or a Bachelor's degree in physical sciences from a recognized university would be acceptable. A Bachelor's degree in physical sciences means a Bachelor of Science degree from a recognized university in a program from that university's faculty of science.

Q5 - Annex A, Section VII (Mandatory Requirements), Project Team Experience: "At least one team member must have experience providing advice to industry and/or governments on environmental or waste issues".

Please clarify what types of work qualify as "providing advice". For example, contracted work with deliverables, as a stakeholder or through stewardship regulation comments.

A4 - "Providing advice" means providing recommendations, options, and/or strategies appropriate and relevant to the subject matter and objective, and based on relevant and sufficient assessment, reasoning, evidence and/or findings.

New Q5 - With regard to Section IV. of the SOW, "*Task 2: Facilitation of two consultation meetings with stakeholders*" – How large will the consultation sessions be (i.e. how many participants are anticipated at each of the two sessions)?

New A5 - : Environment Canada hopes to have a good representation from governments, industry and other stakeholders to attend or participate in the two stakeholder consultation meetings. As we do not yet have a list of invitees or attendees, we do not have this information at this time.

New Q6 - With regard to Section V of the SOW, "*The Contractor is responsible for developing a current contact list and ensuring the accuracy and completeness of the information.*" Under this contract, who would be responsible for the recruitment of participants (i.e. coming up with an attendee list, invitation management, etc.) for a) the 2 consultation sessions and b) for any additional research that may be required?

New A6 - _As per Annex A, section V, Environment Canada will provide, *inter alia*, contact information of the stakeholders to assist the Contractor in completing the tasks of this work. However, as this information is not exhaustive and may not be extensive, the Contractor is to supplement and update the list as required in order to have a good representation from governments, industry and other stakeholders in order to fully meet the purpose and objectives of the work. This includes updating the contact list in order to ascertain that key stakeholders have been considered and given the opportunity to participate in the consultation meetings or to provide information outside of the consultation meetings.

New Q7 - With regard to Section IV. of the SOW, "*Task 1: Information Review and Assessment*", last bullet which states the consultant will

"*Carry out additional research as required, which may include contacting stakeholders*": Is there an expected number of stakeholders that should be contacted as part of this task?

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New A7 - Environment Canada does not have the number of stakeholders that are to be contacted as part of Task 1 with respect to additional research; however, the contractor will need to take a reasoned approach to identifying additional stakeholders and will need to be able to justify his/her rationale, approach and findings in fulfilling the requirements of this task.

New Q8 - With regard to Section IV. of the SOW, "*Task 3: Development and delivery of two (2) reports in English*": Is there a specific length for each report that should be adhered or is the report length at the discretion of the consultant?

New A8 - There is no requirement with respect to the length of the reports.